

Manual Document Editing

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Manual Document Editing

Editing documents' metadata. Select one or several documents and click on the "Properties" function in the horizontal toolbar. Based on the selected number of documents there are two different methods to edit the documents' properties: Method 1 - One document was selected

MetaShare Help - User Manual - Editing documents' metadata

Editing documents. Open a document, edit it and saves the changes.; Apart from the editorial changes inside the document, these document-metadata will also be updated: Version: Incremented by one number

MetaShare Help - User Manual - Editing documents

Editing Text. Create or open a document. Highlight the text to be edited. Right-click and select the desired option from the Edit submenu. Editing the Format of Blocks Within a Section. Create or open a document. Click the Document tab. Double-click the desired block in the Layout pane (for example, Configuration Information). Click Format in ...

Editing Objects in Document Sections - Product Manuals

User Manual. Text Documents. ... Editing Documents. File Viewer Plus provides a full set of document editing tools organized into various ribbons, allowing you to modify your text documents before printing them or saving them to a variety of formats. You can use the formatting toolbar or the right-click context menu to change the styles or ...

Text Documents - File Viewer Plus 3 User Manual

PDF Annotator Manual; Editing and Commenting Documents; Editing and Commenting Documents. This chapter will acquaint you with the various tools that you can use to comment and edit documents with PDF Annotator. Pen and Marker. Text Annotations. Lines and Arrows. Rectangles and Ellipses.

Editing and Commenting Documents - PDF Annotator Manual

But what about collaborative document editing? We've got you covered with this detailed how-to. We use G Suite (formerly Google Apps for Work, aka Google Apps) and one of our favorite apps is Google Docs. As part of the apps suite, Google Docs is a word processing app for teams and it allows you to create and manage documents online very easily

Your Guide to Collaborative Document Editing With Google Docs

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OpenOffice.org User Guide

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Tutorial - Editing an Existing Audio File - Audacity Manual

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Proofreading and Editing Symbols - Faculty of Education

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